SYSTEM MANAGEMENT GUIDE 1

SYSTEM MANAGEMENT GUIDE

DESCRIPTOR TABLES

OVERVIEW OF THE PROCESS

One of the design objectives of STARS is to utilize system tables whenever possible to maintain information, which has been traditionally 'hard-coded' into, programs. This allows system definition changes (such as edit rules and classification structure) without making programming modifications. Other tables are 'function specific' ones that relate directly to a certain STARS function or subsystem. STARS utilizes standard table maintenance programs to maintain the system tables.

Each of the tables listed in this chapter is maintained online by means of maintenance/inquiry programs, which can be accessed through system menus. Tables are updated online; non-update modes are not available for table maintenance.

Outputs consist of the screen with status messages, the tables in the database and a change log file. The change log file is utilized to create a table maintenance change log – the before and after data is reported in DAFR8510, Table Maintenance Activity Report.

The descriptor table maintenance that Systems Administrators are responsible for are:

- D28 – Interagency Billing Table
- D50 – Transaction Code Comment Line
- D51 – Error Code
- D52 – Error Correction Table
- D57 – Disbursement Method Indicator
- D58 – Restrictive Mailing Indicator
- D59 – EFT Entry Description Indicator
- D63 – Printer ID Table
- D64 – Report Control Table
- D66 – Operator Class
- D86 – Warrant Status Table
- D87 – Vendor Payment EFT Account

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- D98 – Descriptor Table Security
- D99 – Configuration Descriptor Table

Following is a description of the purpose of each table, and its format.

D28 – INTERAGENCY BILLING TABLE

This table is used in the automated creation of invoices for accounting services provided by SCO.

<div align="center">D28 Format</div>

TABLE NAME	Interagency Billing Table
TABLE ID	28
TABLE ENTRY KEY	Three digit agency code Nine digit EIN Two character EIN suffix One character billing type
REFERENCE DATA	14 character rate (five decimal points) 4 digit expenditure subobject Two digit expenditure subobject detail Three digit transaction code Five character recovery PCA or 6 character recovery index (when using index, the first two character are always 00).
TITLE	Interagency Billing Table

D50 – TRANSACTION CODE COMMENT LINE

This table identifies if what document prefix may be used on the transaction, the approval level of the transaction, and a maximum dollar amount for the transaction. Additionally this table stores the comment line, or explanation of a transaction code, that is printed on the Autodoc (DAFR8640). Up to 10 'pages' on the table can be used for the comment line.

SCO currently does not regulate document prefixes or dollar amounts.

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D50 Format

TABLE NAME	Transaction Code Comment Line
TABLE ID	50
TABLE ENTRY KEY	Three character Transaction code One digit page number
REFERENCE DATA	One character Document prefix, up to 9 occurances (% = any) (page 0 only) One digit Approval Level Six digit dollar amount
TITLE	Description of the use for the transaction code.

D51 – ERROR CODE

This table defines error codes and an abbreviated error code message. The error codes and messages are displayed on the data entry screens and printed on error reports. When an addition or change is made to this table, S090, the News/Help table, which contains a more lengthy description of the error should also be updated.

D51 Format

TABLE NAME	Error Code
TABLE ID	51
TABLE ENTRY KEY	Three or four character error code
REFERENCE DATA	Two digit data element number. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Two digit data element length. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Identifies the length of the field in the input data record to be corrected.

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	20 Character data element name. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Identifies the severity of the error encountered by the system. The indicator should match the first character of the error code. One character error severity indicator: B – Batch E – Fatal field or table look up error J – Notification that default value was used K – non fatal fund error Control Errors as specified in the OC Table: W – Non fatal field or table look up as specified in the OC Table R – Reject F – Fatal Fund and control errors G – Error Correction errors
REFERENCE DATA	Two digit data element number. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Two digit data element length. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Identifies the length of the field in the input data record to be corrected. 20 Character data element name. Required if the error severity indicator is B or E; Not allowed: J, K, W, R, F, or G. Identifies the severity of the error encountered by the system. The indicator should match the first character of the error code. One character error severity indicator: B – Batch E – Fatal field or table look up error J – Notification that default value was used K – non fatal fund error

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	Control Errors as specified in the OC Table: W – Non fatal field or table look up as specified in the OC Table R – Reject F – Fatal Fund and control errors G – Error Correction errors
TITLE	Abbreviated error code message

D52 – ERROR CORRECTION TABLE

This table defines those errors that can be corrected through screen S054.

<div align="center">D52 Format</div>

TABLE NAME	Error Correction Table
TABLE ID	52
TABLE ENTRY KEY	20 character data element name or two digit data element number
REFERENCE DATA	Two digit data element length of the data element on the IT record Three digit location of the data element on the IT record One character correction level (Header, Detail, Group) Three digit detail location of the data element on the IT record. Used when a correction is to be applied to an entire batch including the batch header.
TITLE	Data element name or number

D57 – DISBURSEMENT METHOD INDICATOR

The disbursement method indicator is used to group like kinds of warrants for print order and distribution. When this indicator is a blank, warrants are created by agency and vendor and printed in zip code order. Using an 'L' (low volume) indicator, those warrants are printed before the regulars so they be easily retried and returned to the agency. An indicator of "N" will group

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all tax refunds together eliminate the potential of combining a tax refund and a regular vendor payment together.

The titles and other descriptive information for disbursement method indicators are located in the D57 Descriptor Table. The table also serves as a master list of all the valid DMIs available for use. The reference data that is attached to each DMI is broken down into Base records, (record ID equal spaces) and Sort records (record ID equal 01 through 09).

VALID DMIS

Following is a listing of valid DMIs:

DMI	Title	Agency
Space	Regular	Any Agency
B	Benefit	PERSI (183)
C		PERSI (183)
D	Doc Date = Issue Date	Any Agency (normally payroll)
E	Energy Assistance	Health and Welfare (270)
H	High Volume	Any Agency (normally Tax Commission, 352)
I	Child Support Enforcement	Health and Welfare (270)
K	Foster Care	Health and Welfare (270)
L	Low Volume	Any Agency, returned to the agency through Statehouse Mail
M	MCH (CSHP)	Health and Welfare (270)
N	EFT Tax Refund Payments	Tax Commission (352)
O	Tax Commission Payments	Tax Commission (352)
P	Payroll	Controller's Office (142)
Q	JOBS/JASP	Health and Welfare (270)
S	Medicaid	Health and Welfare (270)
T	Foster Care	Health and Welfare (270)
U	Provider Care Services	Health and Welfare (270)
V	Child Care	Health and Welfare (270)
W	Transitional Child Care	Health and Welfare (270)
X	ADC Bonus (Child Support)	Health and Welfare (270)
Y	Adult ADC (EPICS)	Health and Welfare (270)
Z	ADC (EPICS)	Health and Welfare (270)

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BASE RECORDS

DAFM484 and DAFM485, the warrant register programs, use the D57 Base Record to retrieve information regarding the title of a disbursement method indicator.

DAFB301, the edit program, uses the D57 Base Record to verify the validity of a transaction's DMI. It uses field DT-D57-DEPARTMENT to determine if the DMI is valid for the agency using it. If the transaction is being entered online (instead of in batch), DAFB301 will use field DT-D57-ONLINE-ADD-IND to determine if the DMI can be entered online.

DAFM482 uses the D57 Base Record to determine whether to build an invoice record or not by looking at the value of the WS-D57-STUB-IND. If the stub indicator has a value of "R", an invoice record will be built. If the indicator has a value of "V" the merge program, DAFMD144 will build the invoice record. DAFM482 also builds the WP-WTUB-IND, WP-WARR-PRINT-IN DAFM483 uses the D57 Base Record to determine which restrictive endorsement to print on the envelope portion of the warrant by looking at the DT-D57-RESTR-ENDORSE-IND and then searching the d58 table for the corresponding restrictive endorsement indicator.

The online vendor edit program (DAFM021) uses the DT-57-PRENOTE-IND to determine if a vendor being set up for EFT payments must be prenoted and go through an initial 14 day waiting period before being allowed to receive an EFT payment.

DAFMD188, which builds and reports EFT transactions, uses the D57 Base Record to determine what kind of EFT remittance advice record format to create by looking at the DT-D57-EFT-TYPE field. If the EFT type has a value of '1' then a CTX format will be created. If the EFT type has a value of '2' then a PPD format will be created. If the EFT type has a value of '3' then a CCD format will be created. This program also determines whether to print remittance advises by looking at the value in the DT-D57-REMIT-ADV-PRINT-IND field.

The Base records are comprised of the following information:

Indicator	Valid Values	Function
Agency Indicator	Blank or Agency Code	Restricts usage of the DMI to only the specified agency.
Separation Indicator	Y or N	If the separation indicator is a 'Y', the warrants will separate.
Online Add Indicator	Y or N	Determines if a transaction using this DMI can be entered on line (Y) or if it can only be processed from an interface (batch) transaction (N).

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Stub Indicator	V or R	Determines if invoice information (stub) will be supplied by the agency (V) or if the invoice information will be used in the regular warrant writing process (R) DAFM482. A warrant with stub records (V) is called a 'flexible' warrant and does not use an overlay on the remittance advice. A warrant consisting of invoice (R) records is called a 'regular' warrant and does an overlay on the remittance advice.
Warrant Print Indicator	1 through 9	Used to determine the priority and format of a warrant. The warrant print files are numbered 01 through 09. These numbers indicate print priority and warrant type. The priority stipulates which file (01 highest priority) first.
Agency Phone Number (10 characters)	Spaces, zeros, or the agency's phone number	If the number is blank, then no phone number will be printed on the remittance advice. If the number is zeros, the D02 agency phone number will be printed on the remittance advice. If the number is > zeros, that number will be printed on the remittance advice.
Restrictive Mailing Indicator	0 through 3	Determines the restrictive mailing information that will be printed on the envelope portion of the warrant for post office use. These corresponding indicators can be found on the D58 Restrictive Mailing Indicator Table.
Prenote Indicator	Y or N	Determines if the vendor must go through the 14-day prenote process.
EFT Type	Space, 1, 2, or 3	Determines what kind of EFT record format will be created for a vendor's EFT payment. 1=CTX, 2=PPD, 3=CCD.
Remittance Advice Print Indicator	Y or N	Determines whether to print the EFT remittance advice.

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EFT Description	A though P	Determines what 10-byte description will be printed on the EFT batch header. The corresponding values can be found on the D59 EFT Entry Description Ind Table.

SORT RECORDS

DAFM482, the program that assigns warrant numbers, uses the Warrant Source (begin/length) information to sort its internal tables in proper sequence, according to each DMI. The information is retrieved from the WW record and placed into a 'target' sort record using the Warrant Target (begin/length/ information.

DAFM489, the zip code/mail sort program, uses the Zip Code Source (begin/length) information to sort its internal tables in proper sequence, according to each DMI. The information is retrieved from the WP record and placed into a 'target' sort record using the Zip Code Target (begin/length) information.

The sort records are comprised of the following information:

	Function and Value
Warrant Source Begin	This three-digit value consists of the physical position of a data element within a Warrant Write record. It is used to locate WW field information. (001-999)
Warrant Source Length	This two-digit value consists of the physical length of a data element within a WW record. It is used to retrieve the length of the W field. (01-99)
Warrant Target Begin	This three digit value consists of the physical position in which the retrieved WW field will be placed in a target record (usually and internal sort record). (001-999)
Warrant Target Length	This two-digit value consists of the physical length of the retrieved WW field. It is used to place the length of the retrieved WW field into a target record (usually a sort record). (01-99)
Zip Code Source Begin	This three-digit value consists of the physical position of a data element within warrant print record. It is used to locate WP field information. (001-999)
Zip Code Source Length	This two-digit value consists of the physical length of a data element within a WP record. It is used to retrieve the length of the

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	WP field. (01-99)
Zip Code Target Begin	This three-digit value consists of the physical position in which the retrieved WP field will be placed in a target record (usually an internal sort record). (001-999)
Zip Code Target Length	This two-digit value consists of the physical length of the retrieved WP field. It is used to place the length of the retrieved WP field into a target record (usually a sort record). (01-99)

DEFAULT SORT RECORDS

DAFM482 and DAFM489 sort records and loads the sorted records into internal tables. Prior to the D57 table, these programs would determine the necessary sort criteria by either the transaction code or the DMI on the record. (At that time only two DMIs existed. Regular, and Low Volume.) Rather than 'hard coding' the values of each DMI, the program now read the D57 table to obtain the proper sort criteria. Many of the DMIs have the same sort criteria; therefore, default sort records were built to alleviate redundancy in the D57 table for each DMI.

DMIs that use the default sort records have only one sort record and its value is all zeros. Following are the default sort record values:

Default Sort Record	Values	Description
01	0921200812 2030900509	WW Vendor Number/Sfx WP Zip Code
02	2754002040 0070901409	WW Vendor Name WP Warrant Number
03	3154006440 0000000000	WW Business Name WP not in use
04	3554010440 0000000000	WW Address WP not in use
05	3952914429 0000000000	WW City WP not in use
06	4240217302 0000000000	WW State WP not in use

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07	4260917509 0000000000	WW Zip Code WP not in use
08	1051418414 0000000000	WW Invoice Number WP not it use
09	1573019830 0000000000	WW Invoice Description WP not in use

D57 Format

TABLE NAME	Disbursement Method Indicator
TABLE ID	57
TABLE ENTRY KEY	One character DMI Two digit Record ID
REFERENCE DATA	22 digit Base Record (use this length in D99) 20 digit Sort Record
TITLE	29 character DMI title

If the record ID is spaces then it is a Base Record:

Three digit Agency Code

One character Separation Indicator (If the Separation Indicator is 'N' then the warrants are in the large group for mailing - sorted by zip code etc. for bulk rate. If the Separtation Indicator is 'Y' then the warrants are separated into a separate group by DMI. For Instance the DMI 'L' warrants for Low volume are separated out to return to agencies.)

One character Online Add Indicator

One character Stub Indicator

One character Warrant Print Indicator

Ten digit Agency Phone Number (includes area code)

One character Restrictive Mailing Indicator

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One character Prenote Indicator
One digit EFT Type Indicator

One character Remittance Advice Print Indicator

One character EFT Description Indicator

If the Record ID is 01 through 09 then it is a Sort Record:

WW	Three digit	Warrant Source Begin Value
	Two digit	Warrant Source Length Value
	Three digit	Warrant Target Begin Value
	Two digit	Warrant Target Length Value
WP	Three digit	Zip Code Source Begin Value
	Two digit	Zip Code Source Length Value
	Three digit	Zip Code Target Begin Value
	Two digit	Zip Code Target Length Value

PRINT FILES LIST

Job Name	Data Set Name	DMI	Title
DA803561	DAF.S80.SEQ.FILE01	P	Payroll
DA803562	DAF.S80.SEQ.FILE02	C I J S U X Z	Health and Welfare
DA803563	DAF.S80.SEQ.FILE03	E T Y	Health and Welfare
DA803564	DAF.S80.SEQ.FILE04	M V Z	Health and Welfare
DA803565	DAF.S80.SEQ.FILE05	Q W	Health and Welfare
DA803566	DAF.S80.SEQ.FILE06	space	Regular
DA803567	DAF.S80.SEQ.FILE07	D L	Low Volume
DA803568	DAF.S80.SEQ.FILE08	H N O	High Volume, Tax Refunds
DA803569	DAF.S80.SEQ.FILE09	B	Benefit

D58 – RESTRICTIVE MAILING INDICATOR

This indicator determines information to be printed on the envelope portion of the warrant for use by the post office. It indicates if no postal service is requested, if address service is requested, or if return service is requested.

D58 Format

TABLE NAME	Restricted Mailing Indicator
TABLE ID	58

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TABLE ENTRY KEY	One digit mailing indicator
REFERENCE DATA	none
TITLE	29 character Restricted Mailing Indicator title

D59 – EFT ENTRY DESCRIPTION INDICATOR

This table provides a brief payment description on the EFT record.

D59 Format

TABLE NAME	EFT Entry Description Indicator
TABLE ID	59
TABLE ENTRY KEY	One character entry description indicator
REFERENCE DATA	10 character payment description
TITLE	Title of payment description

D63 – PRINTER ID TABLE

This table defines printer IDs used for remote printing.

D63 Format

TABLE NAME	Printer ID Table
TABLE ID	63
TABLE ENTRY KEY	Four character printer ID
REFERENCE DATA	One character printer type (Low, Medium, High)
TITLE	Location of remote print site

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D64 – REPORT CONTROL TABLE

This table defines at what levels reports can be requested and for what time periods. It also identifies the report title used to print on the reports.

D64 Format

TABLE NAME	Report Control Table
TABLE ID	64
TABLE ENTRY KEY	Eight character report number
REFERENCE DATA	One character requestable indicator: 0 – Not Requestable 1 – Requestable by SCO, Agency 000 only 2 – Requestable by Agencies One character print remote indicitor: Y – May be printed remotely N – May not be printed remotely One character printer type H – High Speed M – Medium Speed L – Low Speed One character report request period indicator: Y – Required N – Not allowed One character organization level indicator: Y – Required N – Not allowed One character program level indicator: Y – Required N – Not allowed One character object level indicator: Y – Required N – Not allowed

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	One character fund level indicator: Y – Required N – Not allowed One character special select 1 indicator: Y – Required N – Not allowed One character special select 2 indicator: Y – Required N – Not allowed One character report generate date indicators, one for each: Generate by Date Daily Weekly Period Monthly Quarterly Yearly Y – Required N – Not allowed
TITLE	Report Name

D66 – OPERATOR CLASS

D66 Format

TABLE NAME	Operator Class Table
TABLE ID	66
TABLE ENTRY KEY	Two digit operator class One digit multiple page indicator
REFERENCE DATA	One character include/xclude indicator: I or E Up to seven three digit transaction codes separated by either commas or hyphens.
TITLE	Description of what types of transaction is included or excluded in the operator class.

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D86 – WARRANT STATUS TABLE

This table determines the valid status of a warrant (i.e., outstanding, stop payment), wgat changes to the existing status are allowable, and the level of security required for an individual to do status changes.

With the exception of warrant redemptions and fiscal year end stale dated cancellations, all warrant status changes are done by online maintenance. For changes that require an accounting transaction, the system automatically builds the transaction using the criteria from the reference data.

<div align="center">D86 Format</div>

TABLE NAME	Warrant Status Codes
TABLE ID	86
TABLE ENTRY KEY	One character new status code One character beginning status code, or blank
REFERENCE DATA	Blank – if a new valid status code is being created 000 – No accounting impact XYZ – Where 'xyz' is equal to a specific transaction code SUB – Substitute the transaction code from the warrant detail file when building the accounting transaction. One digit descriptor table security level from the SE for the individual performing the maintenance. Values from the SE are blank, 0, 1, 2, 3. Blank – no access 0 – View access only 1, 2, 3 – View and update
TITLE	Status change activity

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D87 – VENDOR PAYMENT EFT ACCOUNT

This table identifies the bank all EFT payments are made to.

<div align="center">D87 Format</div>

TABLE NAME	Vendor Payment EFT Account
TABLE ID	87
TABLE ENTRY KEY	Nine digit ABA number
REFERENCE DATA	EFT company EIN
TITLE	Bank name

D98 – DESCRIPTOR TABLE SECURITY

This table defines which individuals can update each descriptor table based on the descriptor table indicator on their SE record. Only those persons with the ability to update security can update the D98 and D99.

<div align="center">D98 Format</div>

TABLE NAME	Descriptor Table Security
TABLE ID	98
TABLE ENTRY KEY	Two digit table ID
REFERENCE DATA	None
TITLE	Up to three digit update indicators. 1, 2, 3.

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D99 – CONFIGURATION DESCRIPTOR TABLE

This table defines the table name, ID, length of the entry key, length of the reference data, and length of the title for all the other descriptor tables.

<p align="center">D99 Format</p>

TABLE NAME	Configuration Descriptor Table
TABLE ID	99
TABLE ENTRY KEY	Two digit table ID
REFERENCE DATA	Two digit key length Two digit reference data length
TITLE	Table Title

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